

SISXFAC001

Maintain equipment
for activities



Learner Guide

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Learner guide

This unit describes the performance outcomes, skills and knowledge required to conduct routine maintenance and minor repairs on equipment.

This unit applies to those who undertake equipment maintenance for a specific sport or activity, or general equipment maintenance as part of sport, fitness or recreation facility operations. These individuals work under supervision and according to relevant legislation and organisational policies and procedures.

Areas to cover as follows:

1. Perform routine equipment maintenance.
2. Conduct equipment repairs.
3. Store equipment to maintain serviceable condition.

Your assessment tasks will reinforce learning in the above areas.

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About this document

The notes provided are basic notes only and there is an expectation that learners may need to undertake research, ask questions of their trainer or other individuals, or draw on experience and/or information that may be gained in the workplace or through communication with a workplace.

Where learners are undertaking study through online learning, the relevant copy of this workbook will not contain assessment activities as they are being done online, however, the information and the activities will remain constant through both approaches.

NOTE: Only basic information is supplied and there is an expectation that the learner will conduct further investigation and research into these subjects. All materials used are used under creative commons.

1. Perform routine equipment maintenance.

- 1.1** Access and interpret maintenance schedules and manufacturer instructions.
- 1.2** Examine and check equipment according to maintenance schedules.
- 1.3** Check serviceability of emergency equipment.

1.1 Access and interpret maintenance schedules and manufacturer instructions.

Interpret maintenance schedules

In any business that has tools, machinery and/or equipment, there will likely be some level of regular maintenance undertaken on the machinery and/or equipment.

This hold true for fitness and sporting facilities as well. Fitness and sporting equipment can be a major investment, so regular maintenance and minor repairs need to happen.

Fitness equipment must be properly stored and maintained to preserve its well being. This is particularly the case where it is used by a number of clients of varying ages and skill levels.

Access and interpret maintenance schedules and manufacturer instructions can be difficult sometimes when you arrive in a gym or environment with existing equipment.

Some ways that you can source information about maintenance schedules and manufacturer instructions may include but not be limited to

- Organisations knowledgebase
- Managers and supervisors
- Peers
- Peak bodies
- Manufacturer instructions, website, etc
- Website, or other source of information
- Youtube and other internet searches.

In any fitness facility, sporting or recreational organisation, the care of equipment is vital. Equipment is Important – without it, an organisation cannot provide its services. If it is not in good working condition, the ability of people to participate in activities is compromised.

In the case of certain types of equipment, if they is not properly maintained, the safety of users could be at risk.

Correct maintenance of equipment also preserves its life. This is another important consideration for any business operating in the fitness industry. Replacing equipment is a costly exercise and this can impact on an organisation's viability. Depending on the size of the facility,

there would likely be a maintenance routine and schedule developed to prevent the need to prematurely replace equipment.

For smaller types of fitness equipment it would be appropriate to inspect them before and after use.

Those that were not safe to use would be separated and marked as 'DO NOT USE' and then stored in a location where repair or disposal would take place.

Whereas larger pieces of equipment would have a routine maintenance schedule, often suggested or required by the equipment manufacturer. This would be especially important where unmaintained equipment could fail and cause injury to the user.

1.2 Examine and check equipment according to maintenance schedules.

Maintenance schedules

Each piece of equipment will have a maintenance schedule. This maintenance is critical to ensure that the equipment is working at peak efficiency and enjoys a long life span. For most pieces of equipment if the maintenance schedule is not followed it can also void the warranty on the machinery. Another danger in not following the maintenance schedule is that components may wear excessively making the equipment unsafe. Examine and check equipment according to maintenance schedules is an important aspect of working with equipment. It is important that equipment is checked for maintenance within your organisation.

These checks and how are these checks are usually run in accordance with the organisations timeframes and processes used to check equipment for maintenance.

Most equipment manufacturers will offer a service contract where a qualified technician will come to your organisation and service the machines for you. This can be a great option as they know the machinery inside and out and will be able to do a more thorough job. They will also be able to inform you about machinery that might be nearing the end of its life and recommend new replacement machines.

Between full services you can also do weekly and monthly services to make sure the equipment is running at it best. These tasks are usually very quick and can be done before or after business hours when the facility is closed.

These service tasks can include:

- Unplugging the machine and cleaning it with multi purpose cleaner
- Checking belts, chains and wheels are correctly tightened and free from wear
- Running the machinery to check for unusual noises or odours
- Stabilisers are correctly deployed

When any maintenance is performed, make sure it is recorded in the equipment log book.

How often should equipment be checked and what should be undertaken

Equipment should be checked in line with:

- manufacturer instructions
- organisational schedules
- when unscheduled maintenance or repair is required

Maintenance checks may include but not be limited to:

- determining and arranging repair
- unplugging machines and cleaning with multipurpose cleaners
- checking belts, chains and wheels are correctly tensioned and in good working order
- running equipment to check for unusual noises or odours
- that stabilisers or support equipment is correctly deployed
- that all components are in good order and able to be used with safety

1.3 Check serviceability of emergency equipment.

Everything needs to be checked for serviceability, especially emergency equipment, therefore checking serviceability of equipment you are looking to see if the equipment is usable, does not pose a risk, can be used for the purpose it has been provided for.

Also of great importance is the continued inspection and maintenance of emergency equipment. These pieces of equipment include:

- Fire extinguishers
- First aid equipment and supplies
- Automated External Defibrillator

Fire extinguishers

Portable Fire Extinguishers are required by law to be installed within every commercial building. Not all fire extinguishers are the same. Depending on the type of organisation and what equipment is installed you might have:

- Powder—Most widely used type
- Wet Chemical—For oil or fat fires
- Water—For paper, wood or textile fires
- Foam— for paper, textiles, wood, plastics, rubber, petrol, oil and paint fires
- Carbon Dioxide—For fire in electrical equipment

These extinguishers each have different inspection periods so check the tag that is connected to it for details of when it needs to be tested.

First aid equipment and supplies

A regular check of the first aid kit/s should be carried out to ensure they are always stocked correctly.

Also if the kit is used, a report should be filled in and anything that was used restocked.

Automated external defibrillator

Most of these machines have a self test function and will alert you if there is a problem. As a guide the batteries in the unit should be replaced every four years and the pads should be replaced every 2 years.

It is also important to test that the voice prompts are tested monthly.

What to look for when you check the serviceability of equipment?

- The equipment is usable
- The equipment does not pose a risk
- The equipment can be used for the purpose it has been provided for

2. Conduct equipment repairs.

- 2.1** Conduct minor repairs to maintain safe and effective use of equipment, within scope of responsibility.
- 2.2** Report repairs which cannot be carried out to supervisor.
- 2.3** Tag and isolate faulty equipment.
- 2.4** Check maintenance equipment in a regular and timely manner.

2.1 Conduct minor repairs to maintain safe and effective use of equipment, within scope of responsibility.

Maintain safe and effective use of equipment

It may be your responsibility to check fitness or sporting equipment, as well as do some minor repairs. If that is the case you may encounter repairs that are beyond your capability to make. In this section we look at doing basic equipment repairs and how to report repairs that you are unable to do.

Minor repairs are often performed by staff at a fitness club, sport or recreational facility.

These employees would need to be trained in such repairs and the record keeping of repairs to any item would need to be followed as per the organisational policies and procedures.

Within your scope of responsibility; you can conduct minor repairs to maintain safe and effective use of equipment.

Some examples of minor repairs that may be needed to ensure safety and the effective use of some equipment may include:

Minor repairs may include but not be limited to:

- Patching inflated equipment, or the bladders of inflated equipment
- Sanding down or smoothing of rough edges
- Repairing cracked or broken equipment (ie: soldering or welding and metal strut back in place)
- Taping over an area that poses a risk of abrasion or cutting
- Sewing or blinding of the scene and apparatus such as punching bags, et cetera
- Checking and tightening belts and cables
- Checking and tightening bolts and nuts
- Cleaning of hand and seating surfaces
- Any other repairs that are possible without needing a qualified service person.

2.2 Report repairs which cannot be carried out to supervisor.

Carrying out checks

When you are carrying out checks you might come across a piece of fitness equipment that you are unable to repair.

In these cases it is important that you do try to make the repairs and report the damaged or unusable piece of equipment.

There would likely be a procedure in place that tells you who to report any equipment that is not useable and how to do this reporting.

Report repairs

You must always report repairs which cannot be carried out to supervisor.

Examples of why you would need to report repairs to a supervisor rather than undertake the repairs yourself may include but not be limited to:

- Lack of training in the area
- Repair requires specialist attention
- Lack of resources
- Not authorised to do so
- No time available

When reporting it make sure you give as much information as possible including what the issue is, what you have done to try and repair it so far. Also provide a copy of the service history and as much details about the manufacturer as possible. In most cases the management will need to contact the manufacturer to get a technician out so the more information they have the easier it will be.

It is also good practice to communicate the information in writing so that you have a record of the report. Verbally reporting the issue backed up with an email is a good method of formally recording the equipment issue and the reporting of it. This email can also be forwarded to the repairer ahead of time to give them a chance to be better prepared.

The main aim is to have all equipment in operation at all times so the more you can do to reduce downtime, the better it will be for your fitness centre as well as your clients.

2.3 Tag and isolate faulty equipment.

Faulty equipment

So far we have learned that there will be some equipment repairs that you would be capable of doing. We also learned that there will be other major repairs that you may not be capable of doing and in fact, should not attempt to repair as it is likely you are not qualified to do so.

These types of faults or damage located through equipment checks or while performing maintenance should be reported to the management.

If the equipment is unusable or unsafe until repairs are made, then a tag should be attached to it in a highly visible location warning persons of the fault.

It is important to tag and isolate faulty equipment to help ensure all stakeholders know there is an issue with the equipment, ensure no one uses the equipment, and to help identify the appropriate equipment to those who will undertake repairs.

This is not only a legal requirement; it is also to ensure the safety of staff and clients that use the facilities.

2.4 Check maintenance equipment in a regular and timely manner

Checking for serviceability

The fitness equipment in your facility is not the only thing that needs checking for serviceability and maintenance. The tools and equipment used to maintain your facility also need to be checked and maintained.

Common hand tools are often found in fitness facilities that are used to make minor repairs to the fitness equipment and general repairs and maintenance tasks around the property. When checking hand tools look for wear on all tools and at the first sign of damage replace them. Broken or worn tools can be hazardous to yourself as well as potentially causing damage to what you may be using them on.

Check power tools power cables for damage and if the power tool has a frayed or damaged cord, tag it and give it to the manager to send out for repair.

Make sure you have the correct tool for the job and use the tools in way that they were designed to be used. After using the tool, make sure they are cleaned and placed back in the tool boxes or storage area so that they can be easily found when needed again.

Other items that need to be checked would be steps and ladders. These need to be in good condition and again if there is a problem with them, they should be tagged and reported as per the outlined procedures of the facilities.

Maintenance equipment

Other maintenance equipment that would need to be checked would include:

- Vacuums
- Carpet cleaners

- Floor cleaners/polishers
- Steam mops
- High pressure spray equipment
- Lawn mower and other powered garden tools

Check maintenance equipment in a regular and timely manner; where appropriate as well as the equipment used for training, equipment used for maintenance needs to be serviceable. The maintenance equipment needs to be checked regularly.

All maintenance equipment as with any tools and equipment, must be in good working condition, not showing any signs of wear or damage, or tagged and reported if they are found not to be serviceable.

3. Store equipment to maintain serviceable condition.

- 3.1** Store and handle equipment according to manufacturer instructions.
- 3.2** Maintain storage facilities in a clean and tidy condition.
- 3.3** Maintain access and egress of storage facilities in the case of an emergency.
- 3.4** Secure storage facilities.
- 3.5** Complete records of routine maintenance and repairs.

3.1 Store and handle equipment according to manufacturer instructions.

Maintenance of fitness or sporting equipment

As important as proper use of fitness or sporting equipment and as important as proper maintenance of fitness or sporting equipment, is the proper storage of fitness and/or sporting equipment.

Manufacturers often provide very clear and specific details on how equipment should be used, maintained, and stored. You should always store and handle equipment according to manufacturer instructions at all times.

Information in regards to the storing and handling of equipment according to manufacturer instructions may be found in many ways these may include:

- On the equipment itself
- Via the organisations knowledgebase
- Managers and supervisors
- Peers
- Peak bodies
- Manufacturer instructions, website, etc
- Website, or other source of information

This section reviews the proper methods that should be used when storing fitness and/or sporting equipment.

Storing of equipment

All equipment being stored for use later must first be inspected that they are not damaged, repairs are not required, as well as clean.

Equipment and machinery stored would be stored according to the manufacturers' recommendations. For some equipment it is recommended that before storage, cables are lubricated and belts loosened when stored. The belts are then retightened when the equipment is put back into service.

Some equipment may need dust covers to protect electronic parts and this would be outlined in the manufacturer's owner manuals.

Sports equipment may require special shelving or storage equipment and these too must be maintained in order to protect the sports equipment.

Machinery such as mowers and other machines that run on fuel would need to be stored in a well ventilated shed and locked for security.

Any items requiring repairs or disposal should be stored separately.

3.2 Maintain storage facilities in a clean and tidy condition.

Storage facility

Being able to access items easily in your storage facility is crucial. It is not a case of just putting everything in and shutting the door. Each item needs to be easily accessible, depending on the size it may be a good idea to install shelving or racking to store items vertically.

If it is your responsibility to manage the storage room, you need to carefully plan out what items should be placed where. For items that are used regularly they should be stored towards the entrance so that you can save time when accessing them.

Sometimes it is a good idea to label each section with the names of the items that are to be stored there, this ensures that anyone using the items will know where to return the item. A simple log book or sheet near the door

listing the items location will help others when looking to use or return an item. By adding a sign in and out function to the log it will be easy to identify if the item is being used and therefore prevent unnecessary searching.

Cleaning routine

A regular cleaning routine is also recommended. Dusting down shelves and equipment is also a good idea.

One should do a full stock take on a regular basis and any items not in their specified location can be moved back or missing items can be located.

It is just sensible to keep storage facilities clean and tidy, as they are the tools of the trade.

Some reasons why it is important to storage facilities are kept clean and tidy:

- More efficient access and return of equipment
- To prevent risk and hazards that may be associated with improper storage or a lack of tidiness
- More efficient use of space

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Here is a scenario.

Cate went to the storeroom to get some skipping ropes. She had a class of six clients and she knew there were six ropes in the storeroom.

When handing out the skipping ropes one of the clients got a rope that had one of the handles missing which made it unusable.

This threw the exercise class into a bit of turmoil. How could this have been avoided?

3.3 Maintain access and egress of storage facilities in the case of an emergency.

Maintaining access and egress of storage facilities

Keeping the access and egress clean and free of hazards or obstacles which could cause unnecessary delays or other risk in an emergency situation.

In a facility where there are staff and clients always present, serious thought must go into emergency planning, especially when it comes to evacuation. It is generally local council fire regulations that require all doors within a facility be kept clear and easily opened unobstructed in the event of an emergency.

This includes doors for entering and exiting the building, as well as entry and exit doors to areas within the facility that are regularly used by staff and clients. This applies also to hallways leading to doors. Cluttered hallways can be a hazard when attempting to exit room or the building quickly in the event of an emergency.

This would include doors and hallways leading to, into and out of storage rooms and/or storage areas.

As mentioned earlier keeping your storage area clean and tidy will maximise efficiency but it can also be important in case of an emergency. If you need to climb over items in the front of the storage space to get to the items in the back this will pose a significant risk if you are required to evacuate the building fast.

A clear path that allows you to access everything in the area quickly and easily needs to be present at all times. It is tempting to just put items down anywhere, however thought needs to be put in. If there are items in the path one might trip or injure themselves when utilising the facility.

Thought should also be given to how things are stored. In a sports and recreation facility you will often have objects that are hard to stack, such as game balls. These items need to be secured in a way that it is easy to access but will be secure. A box or cage that can hold these items is the best way, as it prevents them from rolling around and also makes it easy to move if you need to use them.

So always keep doorways free of items. Make sure that the door to the storage facility can open and close freely and there is a clearly marked path or paths for pedestrian access. As a guide, two people should be able to comfortably pass each other when passing through the door.

3.4 Secure storage facilities.

Secure facilities

Fitness clubs and sporting clubs have a fair investment in fitness and sporting equipment. Even the small gyms, or local footy or cricket clubs spend a reasonable amount of money on equipment.

Facilities that are lockable and where equipment cannot be accessed and damaged, stolen, or otherwise interfered with.

So it goes without saying that when fitness or sporting equipment is not being used, they must be stored securely.

Depending on the type of storage used, the minimum security measures used would likely be door locks or padlocks.

In larger operations such as gyms, swimming pools or large sporting clubhouses, the storage area would be part of the entire facility which would have security systems in place.

However, the storage area would still need to be secured in a way that only authorised staff members would have access to the storage area.

Again, these storage rooms could have door locks or electronic access systems such as keypads or swipe cards.

Another issue associated with storage areas is the storage of hazardous goods such as cleaning chemicals, pool chemicals and gardening tool fuels.

Hazardous goods

The manufacturers of hazardous goods are required by law to provide information called 'MSDS' or 'Material Safety Data Sheets'. These MSDS documents outline how to use the product and as well as how to safely store the product. These instructions would need to be followed closely and because the products are hazardous they also need to be stored in a secure way to avoid harm to other staff and clients or sporting club members.

There would likely be policies and procedures in place that outline the details of equipment and hazardous material storage, the security details such as the type of security systems used, as well as who has access to these secure storage areas.

3.5 Complete records of routine maintenance and repairs.

Complete records

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Record keeping of equipment use is needed as part of a professional business operation. This helps the owner to keep track of costs associated with the operation of the equipment, as well as ensuring that proper service and maintenance tasks are performed.

Some of the benefit of completing records of routine maintenance and repairs may include:

- The records can assist in future scheduling
- The records are evidence for any future complaint or action
- They can be used to determine the effectiveness of current maintenance strategies

Managers of fitness or sporting facilities need to know what is required of them relating to maintenance record keeping. All repair and maintenance of fitness equipment as well as maintenance equipment must be documented. In some cases, service and maintenance schedules are provided when equipment is purchased. Repair and maintenance schedules are sometimes required to maintain the warranty on the equipment.

Most have established procedures relating to the recording of repair and maintenance, which should be followed and appropriately documented. This would likely include the filing procedures of these records.

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